

CITY OF FRESNO
DEVELOPMENT DEPARTMENT

Policies & Procedures

ADDRESSING

ISSUE NO. 9

TITLE: VOLUME 2: SUBDIVISION MAPS

ESTABLISHED: MAY 3, 1996

STATEMENT:

With the new computer permits system coming online, the Department is taking steps to set a process for the addressing of properties. This issue, the second of a series on addressing, established the procedures for addressing subdivision (tract and parcel) maps.

REFERENCES:

Fresno Municipal Code;

Article 13, of Chapter 12 (The Zoning Ordinance), of the Fresno Municipal Code.

Development Department Policy;

Refer to P&P Volume 1: Address Numbering Systems to determine the correct numbering system and how to apply the street numbers; odd/even, sequential, spacing, base lines, etc.

PROCEDURES:

1. Locate your project in the City of Fresno and determine which addressing system is applicable (refer to Volume 1 of Addressing).
2. Gather as much information as possible about the addresses surrounding your project. Obtain copies of previously addressed tract maps, parcel map or special permit, APN sheets showing the abutting/adjacent parcels, and tap any other source of information that you can (JAF, microfiche, personal knowledge, HTE, etc.).
3. With this information, you can set the parameters of addresses for your project. That is, you set the outside limits of the number sequence for your project. If you are in the County numbering system, you can double check your numbers with the set of addressing maps located behind the "Primary" Planner at the Front Counter. These maps will show the numeric breaks at the section lines; usually where the 1000 and 500 numbers begin.
4. Number sequence for lots.

- A. If you are located in the County number system, you will have a "factor" of either 6.6 or 5.5 to help determine the individual numbers. These factors are simply the linear distance along the center line of the adjacent street between street numbers. However, use these with caution. These factors are more appropriate in the rural County rather than in the urban area. Practice has shown that for lots that are sixty (60) to sixty-five (65) feet wide, a good numeric interval is twelve (12) between assigned street numbers (*i.e.*, 5012, 5024, 5036, etc.).
- B. If you are located in either City numbering system, you will have a 3.3 foot factor, a 6.6 foot factor, or a 13.2 foot factor to help determine the individual numbers. These factors are simply the linear distance along the center line of the adjacent street between street numbers. Try to determine which factor is in use in the existing addresses and work within the range available as determined in step 3 above. Attempt to establish a fairly constant numeric sequence so that in the future, adjustments and/or additions may be made as needed.

IF ALL ELSE FAILS, USE COMMON SENSE!!!!!!

5. Using scratch paper, lay out the numbers for the lots, including common areas and outlots. If you do this, you will be able to make corrections without cluttering the original map that you will use to formally assign street addresses. When you are satisfied that the numbers fit, and that you have the correct odd or even sequence, you are ready to transfer the numbers to the original map for official street addresses.
6. Before proceeding, **double check** and even **triple check** your street numbers. Be sure that you have them on the correct side of the street, proper or no compass direction, odd vs. even, in proper sequence, and that they fit into the existing sequence of street numbers.
6. Using a felt tip pen, preferably a different color than the map (green does nicely on blue line prints), assign one street number to each lot.
7. When completed, place the **OFFICIAL ADDRESS NUMBERS** stamp in a conspicuous place, and sign and date accordingly.
8. Make a reduced copy of the map (11" x 17") and give the original tract map and a reduced copy to the Senior Admin Clerk (Carolyn Clark) who will distribute copies of the **official address numbers** to the different agencies.
9. As of the date of this issue, the address for tract maps are being input to the HTE system through a temporary special FOXPRO program by Carolyn Clark. If and when this temporary method changes, this issue will be updated to instruct staff how to input these address into the HTE system.

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STATEMENT: History of Changes

Date of Revision	Changes To	Comment
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